



SPECIAL SERVICES AT THE JOB CENTER

- > **CLC Adult Education**, Monday days 1:00-4:00
- > **Disability Works**,
Call for appt. 312.833.2029
- > **F.I.S.T.-ex-offender service**, Thursdays 1:30 to 4:00
- > **La Voz Latina** Mondays 1:30 to 4:00
- > **IDES Unemployment Claims** Tuesdays & Wednesdays
- > **IDES—veterans service** Monday, call 847.543.7480 for appt.
- > **IDES-ex-offender service** Thursday & Friday morning call 847.543.7657 for appt
- > **Office of Rehabilitation Svcs.** Tuesdays 1:00 to 4:00
- > **SNAP-food stamp & public aide application** Wednesdays 9:00 to 11:00

Open Lab

Every Thursday from
1:30 pm to 4:00

First come-first serve

Get help with

- > Creating or editing a resume
- > Online applications
- > Emailing a resume

1 N. GENESSEE ST. WAUKEGAN, IL 60085
847.377.3450 WWW.LAKECOUNTYJOBCENTER.COM

JUNE WORKSHOP SCHEDULE

Registration required for all workshops Call 847.377.3439

Monday, June 7 2:00 to 4:00 <i>Carmen Diaz</i>	¡Usando la computadora! (Use the computer) ¿Está usted perdiendo oportunidades de trabajos porque requieren el uso de una computadora? ¡Venza su temor en este seminario práctico!
Tuesday, June 8 1:00 to 2:30 <i>Eva Locke</i>	Resumes & Cover Letters: fresh ideas about how to present yourself Review resume & cover letter strategies. Create dynamic documents that feature your best skills!
Wednesday, June 9 11:00 AM to noon <i>Lela Kwiatkowski</i>	Job Corps Orientation (program for youth ages 16 to 24) Learn about this program that provides vocational training for youth. For more information call 262-697-4741 or Kwiatkowski.lela@jobcorps.org
Thursday, June 10 3:00 to 4:30 <i>Various speakers</i>	Career Services for Ex-offenders Do you have a felony or a misdemeanor? Learn to discuss your background with employers honestly while highlighting your skills
Tuesday, June 15 10:00 to 12:00 <i>Microtrain</i>	Tips & Tricks for Your Job Search Learn to brand yourself and get companies interested in you! Get tips on using the Web to its fullest. Also learn to prepare for an interview.
Wednesday, June 16 2:00 to 3:30 Room 008 <i>Bonnie Schirato</i>	What Do Employers Want? Our guest speaker is the Vice President, Human Resources for Physicians Interactive. She will share tips to get past the “gatekeeper” and find more job opportunities!
Friday, June 18 11:00 to 12:00 <i>Lurena Charleston</i>	Sign Up for Email Don’t have an email account? No problem! In this workshop, you will register for a free account with gmail. Send your resume via email!
Monday, June 21 2:00 to 3:30 <i>Carmen Diaz</i>	Regístrese para un Correo Electrónico (Sign up for Email) ¿No tiene correo electrónico? En este seminario obtendrá un correo electrónico gratis por medio de gmail.
Tuesday, June 22 10:00 to 11:30 <i>Eva Locke</i>	Illinois WorkNet: Your Online Career Tool Participants must be familiar with the internet and must have an email account. Register for and use this dynamic career tool!
Wednesday, June 23 2:00 to 3:30 <i>M. Bobo & M Gaytan-Morales</i>	Knowledge is Power Take the first step toward your future earning power by attending this workshop! Learn about course, certificate, degree and financial assistance options.
Tuesday, June 29 9:00 to 11:00 <i>Various staff</i>	Resume Review (call 847.377.3456 to reserve a 30 min slot) See your resume through new eyes. A staff member will review your resume & offer recommendations. Bring a printed resume
Wednesday, June 30 10:00 to 11:30 <i>Schona Buranda</i>	Polished Professional: Interviewing Techniques Are you transitioning into an office environment? Learn techniques to help you succeed in a business both before and after the interview



WORKSHOP SCHEDULE : PAGE TWO

TRAINING PROVIDERS AT THE JOB CENTER

- > **Every Tuesday 4:10 to 4:30**, College of Lake County www.clcillinois.edu
- > **Monday, June 7th 1-3pm**, New Horizons www.newhorizons.com

INFORMATION SESSIONS IN WAUKEGAN
Tuesdays at 3pm or Thursdays at 11am